

Office of the Illinois State Treasurer
Position Description

Position Title: Policy Intern
Division: Policy and Programs
Domicile: Chicago

Position Summary:

The goal of the Treasurer's Office Internship program is to provide a worthwhile experience to students who are interested in understanding how state government and financial entities can work together to provide important services to the public. The Office of the Treasurer has departments such as civic engagement, communications, information technology, policy, scheduling/advance, legal, portfolio investments, unclaimed property and investment operations that will offer a hands-on opportunity to understand how a Constitutional Officer and their staff perform their day to day job duties.

Supervision:

Reports to the Chief Policy and Programs Officer

Supervisory Responsibilities:

N/A

Duties and Responsibilities:

- Cost-benefit modeling of existing state Treasurer programs
- Research into other state financial systems and programs
- Research and organizational assistance for the State Treasurer's External Policy Committees
- Assist with creation of specialized communication and correspondence activities
- Assist with daily office activities as assigned
- Performs other duties as required or assigned which are reasonably related to the duties enumerated above

Specific Skills:

- Reliable and detailed oriented, excellent organizational aptitude
- Positive "can-do" attitude and strong overall work ethic
- Work well with others in a team environment
- Ability to multi-task and focus a time-sensitive environment
- Experience in public economics, cost-benefit analysis, applied microeconomics, regression analysis and statistics
- Working knowledge of STATA and Excel pivot tables – GIS experience a plus
- High level of proficiency in Microsoft Office applications, including Word, Excel and PowerPoint

Policy Intern Learning Objectives

Upon completion of this internship, you will have learned:

- Best practices in policy research
- How to create cost-benefit modeling using existing programs
- The importance of engaging and communicating with stakeholders